



## STATE OF INDIANA

JOSEPH E. KERNAN, Governor

PATRICK R. RALSTON, Executive Director

Indiana Government Center South

302 W. Washington St., Room E208

Indianapolis, IN 46204



Dear Code Enforcement Official:

The Department of Fire and Building Services is pleased to announce a new program being administered by the Indiana Department of Fire and Building Services, one that can provide the means by which you can achieve state and national recognition of your professionalism. Along the way, you will gain greater knowledge of the codes and standards which you have been entrusted to enforce and will be provided with the resources needed to be successful in this endeavor.

If you choose to participate, you and your jurisdiction will be required to make a significant financial and personal investment in time, training resources and certification examination fees. Upon successful completing of the program, your jurisdiction will be reimbursed for all program- related expenses through our code education grant program.

Broad details of the program are attached. More detailed information is available by calling our Education Coordinator, Brenda Kendrick, at 317-232-1406. Grant funds are limited, those who apply first will be the first to enter into this particular certification preparation training. We will continue to make the program available to all who desire to participate as funds become available.

Knowing of your commitment to fire and building safety, we hope that you will take advantage of this unique opportunity to enhance your skills and professional status as a code enforcement professional for the ultimate goal of providing the highest level of safety for your citizens.

Best wishes for a safe 2004!

Stephen R. Schulz, R.A.  
State Building Commissioner

Tracy Boatwright  
State Fire Marshal

attachments

State  
Emergency  
Management  
Agency  
Phillip K. Roberts  
Deputy Director  
Room E208  
(317) 232-3980

Office of the  
State  
Fire  
Marshal  
M. Tracy Boatwright  
Room E241  
(317) 232-2222

Office of the  
State  
Building  
Commissioner  
Steve Schulz  
Room W246  
(317) 232-1404

Emergency  
Medical  
Services  
Michael Garvey  
Deputy Director  
Room E208  
(317) 233-6545

Public  
Safety  
Training  
Institute  
Room E239  
(317) 233-0208

SEMA/DFBS/PSTI  
Foundation  
Room E208  
(317) 232-3980

# **CERTIFIED CONSTRUCTION CODE PROFESSIONAL**

## **A VOLUNTARY CERTIFICATION PREPARATION & EXAMINATION PROGRAM**

### **PURPOSE**

This Program has been developed to provide a means by which fire and building code enforcement officials can obtain recognition at the state level (Phase I) and nationally (Phase II).

### **SCOPE**

The voluntary Certified Construction Code Professional (CCCP) program consists of two Phases. Phase I consists of publication resources, training and examination prepared by DFBS. Upon successful completion of Phase I, the candidate earns "Certification of Recognition" from the Department. Phase I is designed to prepare the code official for Phase II.

Phase II consists of taking one or more voluntary certification examination from the International Code Council (ICC), National Certification Program for Construction Code Inspectors (NCPCCI) or other approved nationally recognized testing organization. Many states and jurisdictions require certification as a prerequisite for employment consideration. Certification is a highly sought mark of professional achievement by Fire and Building Code Enforcement personnel throughout the world.

### **PROGRAM PLAN**

Since this is the plans initial implementation, the Program will begin with two categories: Building Inspector and Residential Inspector. Building Inspector is based on the *2003 International Building Code* and consists of a single exam at the end of both Phases. Residential Inspector is based on the *2003 International Residential Code* and consists of four separate two-hour exams (Building, Mechanical, Plumbing & Electrical).

Ideally, successful completion of Phase I will prepare the candidate for the examinations in Phase II. Reimbursement for the cost of approved publications and examination fees will occur at the completion of each Phase.

### **PROCEDURES**

## PROCEDURES

### PHASE I:

1. Each candidate completes the enrollment/registration application and obtains the signature of their jurisdiction executive (mayor, county commissioner, city manager, etc.). Initial enrollee pays fees/additional registrants no fees required.
2. Each jurisdiction arranges for payment to DFBS for the Phase I fees.
3. Once fees are received, the candidate receives the 2003 code and resource materials for either Building Inspector or Residential Inspector.
4. If desired, the candidate arranges with DFBS staff for participation in regional or independent study groups.
5. The candidate arranges with DFBS to take the Indiana examination for Phase I.
6. Upon successful completion of the exam, the candidate receives a "Certification of Recognition" signed by the State Building Commissioner and/or State Fire Marshal and the jurisdiction is reimbursed for all approved program expenses incurred during Phase I.

### PHASE II:

1. Candidate registers for National Certification Exam.
2. Candidate provides proof of successfully completing Exam to DFBS.
3. DFBS or OSFM and TSR/EI will issue a certification.
4. Candidate applies for reimbursement of Exam fees on form provided by DFBS. Jurisdictions will be reimbursed based on the availability of funds.

## APPLICATION

Application and reimbursement forms will be prepared and distributed by DFBS upon request. Please contact Brenda Kendrick, Education Coordinator, at (317) 232-1406 or by e-mail at [bkendrick@sema.in.gov](mailto:bkendrick@sema.in.gov) for Program information and applications.

## **IRC-MATERIALS SUPPLIED**

2003 INTERNATIONAL RESIDENTIAL CODE  
2003 IRC TURBO TABS  
2003 IRC EXTENDEX  
2003 IRC WORKBOOK  
2003 IRC FLASHCARDS  
2003 IRC COMMENTARY VOLUME I & II

## **IBC - MATERIALS SUPPLIED**

2003 INTERNATIONAL BUILDING CODE  
2003 IBC TURBO TABS  
2003 IBC EXTENDEX  
2003 IBC WORKBOOK  
2003 IBC FLASHCARDS  
2003 IBC COMMENTARY